

Notify Certifiers

As a Preparer, when your reports are ready for submission to EPA, you can notify Certifiers within your company to let them know the report is ready for signing. Click the ‘Send Notification to Certifier(s)’ button (Exhibit 1) to send an email notification to the existing Certifiers, or invite a company official to register as a CEDRI Certifier, to sign and submit the report. Existing Certifiers are those users that are currently associated with the facility for which you are submitting the report.

EPA CEDRI (Compliance and Emissions Data Reporting Interface) Logged in as: Sandhya HQ Paleti - Preparer [CEDRI Helpdesk Support](#)

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Step 1: Select Report Type Step 2: Select Your Report Step 3: Upload Documents **Step 4: Select Certifiers**

[← Return to Upload Documents](#) [Save and Return to My Reports](#) **[Send Notification to Certifier\(s\) >](#)**

Step 4: Select Certifiers

Select the Facility submitting the report(s) so that an email notification may be sent to registered Certifiers. Click 'Select' to review and confirm the submitting Facility. [Read More...](#)

63.7550(h)(3) Compliance Report

Review Report Information	
Certifier(s)	Sandhya Paleti, Sandhya HQ Paleti, Samuel Stone
Preparer(s)	Sandhya HQ Paleti Add/Remove Preparers
Report	63.7550(h)(3) Compliance Report - Part 63 Subpart DDDDD - Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters Edit Report Name
Date Updated	May 19 2020 10:38:47 AM
Status	Pending Signature
Download File to Review	63.7550(h)(3) Compliance Report.pdf

Select Facility Submitting Your Report

EPA Registry ID	Program ID	Facility Name	Facility Address	Action
110005290283	CEDRI10243942	7 ELEVEN 32394	13390 METROTECH DR CHANTILLY, VA 20151 FAIRFAX	Select
110057268932	CEDRI10245061	AARDVARK SWIM & SPORT INC.	14221-A WILLARD ROAD CHANTILLY, VA 20151 FAIRFAX	Select
110020047894	CEDRI10243661	AMAZON.COM	4101-A WEST FAX DRIVE CHANTILLY, VA 20151-1538 FAIRFAX	Select
110055184241	CEDRI10243741	AMERICAN HUNTER INC.	14555 AVION PARKWAY, SUITE 200 CHANTILLY, VA 20151 FAIRFAX	Select
110002083888	CEDRI10243941	CHANTILLY HIGH SCHOOL	4201 STRINGFELLOW ROAD CHANTILLY, VA 20151-2600 FAIRFAX	Select
110043715833	CEDRI10243981	CHANTILLY NATIONAL GOLF & COUNTY CLUB	14901 BRADDOCK ROAD CENTREVILLE, VA 20120 FAIRFAX	Select

Exhibit 1

Clicking the ‘Send Notification to Certifier(s)’ button opens the ‘Notify Certifiers’ pop up screen (Exhibit 2).

Notify Certifiers ✕

To select an existing certifier, click the checkbox next to their name in the Select from Existing Certifiers section. To add new certifier(s), input the email address of the desired Certifiers and click the 'Add Certifier' button.

63.7550(h)(3) Compliance Report for CHANTILLY HIGH SCHOOL

Select from Existing Certifier(s)

Existing Certifier(s)

- Sandhya Paleti (SANDHYA.P)
- Sandhya HQ Paleti (SPALETIHQ)
- Samuel Stone (SSTONE63)

Add New Certifier(s)

New Certifier Email Address

Add Certifier

Cancel

Notify Certifiers

Exhibit 2

To select existing Certifier(s), in the 'Select from Existing Certifier(s)' section click the checkbox next to the desired Certifier(s) you would like to notify.

To invite company officials not yet registered as a CEDRI Certifier, enter the company official's email address and click the 'Add Certifier' button. To remove a company official from the notification list click the 'Delete' link next to their email address. After adding the desired certifier(s) and email addresses click the 'Notify Certifiers' button to send the email notification(s).

After clicking the 'Notify Certifiers' button a 'Success' pop up appears confirming the emails were sent (Exhibit 3). Click the 'My Reports' button to return to the 'My Reports' page or click 'My CEDRI Dashboard' button to return to the 'My CEDRI' Dashboard page.

Success! ✕

Notifications to the selected Certifiers have been added to the queue. Would you like to go back to My Reports or the My CEDRI Dashboard?

My Reports

My CEDRI Dashboard

Exhibit 3